



Managed Risk Medical Insurance Board

1000 G Street, Suite 450

Sacramento, CA 95814

(916) 324-4695 FAX: (916) 327-6245

www.mrmib.ca.gov

JOB OPPORTUNITY BULLETIN

*Join an exciting, fast-paced, and highly visible office!
Close to Bus Routes, Light Rail, & Parking Garages*

EXECUTIVE DIRECTOR, MANAGED RISK MEDICAL INSURANCE BOARD

Monthly Salary: \$11,732 - \$12,319 Exempt Level “ – “

One/Full-Time Exempt Position

Location: Downtown Sacramento

Position Number: 443-100-7273-001

Job ID#10-ED-LC

Final Filing Date: November 12, 2010

The Managed Risk Medical Insurance Board (MRMIB) is an entity of California state government. The mission of the Board is to improve the health of Californians by increasing access to affordable, comprehensive, quality health care coverage.

MRMIB administers five health care purchasing programs –

- A high risk pool for uninsurable individuals funded by state funds and subscriber premiums [the Major Risk Medical Insurance Program (MRMIP)]. MRMIP serves 7,100 Californians.
- A high risk pool for uninsurable individuals funded by federal funds and subscriber premiums [the California Pre-existing Condition Insurance Plan (PCIP)]. This program is opening in October.
- A subsidized health insurance program for pregnant women [the Access for Infants and Mothers Program (AIM)]. AIM serves around 7,000 women presently.
- The Title XXI state children's health insurance program [the Healthy Families Program (HFP)]. HFP serves over 860,000 children.
- The County Health Initiative Matching Fund program (CHIM) that facilitates counties obtaining federal matching dollars for their county-funded Healthy Kids programs.

Governance is provided by the Managed Risk Medical Insurance Board (MRMIB) which consists of eight members, five of whom are appointed voting members and three of whom are ex-officio, non-voting members. Of the voting members, three are appointed by the Governor, one by the Senate President Pro Tempore, and one by the Speaker of the Assembly. The non-voting members are the Secretary of Business, Transportation and Housing Agency, the Secretary of the California Health and Human Services Agency, and the Chairperson of the Healthy Families Program Advisory Panel. Board members serve four-year terms. The Board meets in public session once a month.

Additional information on the Board and its programs can be found on MRMIB's website at www.mrmib.ca.gov.

Responsibilities:

The Executive Director is the Board's Chief Executive Officer, responsible for 121 staff positions, a \$16.1 million operating budget, two administrative vendors and a third party administrator staffed with over 600 employees that provide enrollment and claims processing functions for MRMIB's programs and contracts with 33 health dental and vision plans. Total expenditures for Board programs are approximately \$1.4 billion. The Executive Director is appointed by and reports directly to the Board and serves at its pleasure. A Chief Deputy Director, four Deputy Directors and the Chief Counsel comprise the Executive staff of MRMIB.

Specific duties include:

- Planning, development, implementation and ongoing administration and evaluation of the Board's programs.
- Providing the overall direction and supervision to the Board's staff in carrying out program goals and objectives.
- Managing the staff team who negotiates contractual and financial terms of 79 different contracts (health plans and eligibility, enrollment and outreach administrative vendors) who participate in Board programs.
- Advancing the MRMIB's mission through legislation, program administration, research and other means, as appropriate.
- Advising the MRMIB on key policy and operational issues.
- Assuring the smooth operation of programs under the Board's jurisdiction.
- Maintaining strong liaison and good communication with the Executive and Legislative divisions of state government that are involved in health coverage issues.
- Assuring compliance with all legal and regulatory requirements, including public meeting laws, federal expenditure requirements and state personnel policies.
- Representing the MRMIB and its mission and programs at national, state and local meetings, in the media and at legislative hearings.

Desirable Qualifications:

- A passion for expansion of health coverage.
- Demonstrated leadership ability.
- An entrepreneurial style.
- A purchaser perspective.
- A hands-on approach as MRMIB's staffing levels requires the Executive Director to participate in the day to day workload.
- Knowledge of the health care industry, health care costs, beneficiary access requirements and variation in the quality of health care offered by various providers of services.
- Knowledge of California's publicly financed health care programs, claim and the health insurance business.
- Experience with the state legislative and budget processes and fiduciary responsibility for public funds.
- Communication and negotiation skills to facilitate effective negotiation of high dollar value contracts with senior level executives in health insurance companies, administrative vendors, third party administrators and other health care organizations; and substantial education and/or experience in finance and health care and management.

Hiring Process:

Applications must be received no later than 5.00 p.m. on Friday, November 12, 2010. A preliminary review of all applications and the Statement of Qualifications will occur immediately after the final filing date. A subcommittee of the MRMIB will review all applications. The subcommittee will select the candidates with the most desirable qualifications and background for further consideration. Interviews of semi-finalists may be conducted by the subcommittee. Finalists will be interviewed by the full Board in an Executive Session.

How to Apply:

Submit a resume, an Examination and/or Employment Application, Std.678 (this form can be obtained at www.jobs.ca.gov), a Statement of Qualifications and three professional references. The Statement of Qualifications should provide a comprehensive narrative of the candidate's knowledge, skills and abilities as they relate to the responsibilities and desirable qualifications of the position. The Statement of Qualifications should be no longer than three typed pages in length. Candidate's application, resume and Statement of Qualifications should be sent to:

Managed Risk Insurance Board
Human Resources Office
Attention: Ms. Robin Conover
1000 G Street, Suite 450
Sacramento, CA 95814

Final Filing Date:

All applications, resumes and Statements of Qualifications must be **received** at the address above by 5:00 p.m. on Friday, November 12, 2010.

Office Location:

The office is located in Sacramento, California.

Salary:

The position is classified as an Exempt Level - with a salary range of \$11,732-\$12,319

For further information, please contact Robin Conover at (916) 445-3940.

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.